

FREQUENTLY ASKED LICENSING QUESTIONS:

1) What facilities are required to have a license to operate?

The following facilities must apply for a license with the Nevada State Health Department Division of Public and Behavioral Health (DPBH).

Ambulatory Surgical Center (ASC)
Agency to provide nursing in the home (HHA)
Agency to provide hospice care in the home (HPC)
Agency to provide personal care services in the home (PCS)
Business to Provide Referral to residential facility for groups (BPR)
Community Triage Center (CTC)
Facility for Hospice Care (HFC)
Facility to Intermediate Care (ICF)
Facility for Modified Medical Detoxification (MDX)
Facility for Refractive Surgery
Facility for Skilled Nursing (SNF)
Facility for Care of Adults During the Day (ADC)
Facility for Treatment of Abuse of Alcohol and Drug (ADA)
Facility for Treatment of Irreversible Renal Disease (ESRD)
Halfway House for Recovering Alcohol and Drug Abusers (HWH)
Home for Individual Residential Care (HIRC)
Hospitals – Acute Care, Psychiatric (HOS)
Residential Facility for Groups/Adult Group Care/Alzheimer's (AGC and AGZ))
Rural Hospital (RUH)
Facility for Transitional Living for Released Offenders (TLF)

For more information and for other facility types, go to our website:

Health.nv.gov/HCQC

On the right hand just below the red star, click “**Who We License and Who We Don't?**”

2) How long are the licenses good for? When is the deadline for renewal?

The license for all medical and health facilities is good for one calendar year (January 1st to December 31st). All license renewals are due by November 15, of the same year the license expires, regardless of the day you received your initial license. All invoices for renewal, required documents and applicable fees must be received by DPBH on or before November 15th.

3) I have not received my renewal notice; what do I do?

On a piece of paper, type or print your license information to include:

- Your facility or agency's name
- Number of beds (if applicable)
- Address of facility/agency
- Phone number
- License # found on your current license
- The owner's name
- The administrator's name
- Then go to our website: Health.nv.gov/HCQC
- On the right hand (below the red star) click "Who We License"
- Find your facility or agency type and calculate your renewal fee.
- Remember, the due date is **11/15/20XX**. It must be received at our Carson City office no later than 11/15/20XX.
- Send your license information along with your license fee to:

**Division of Public and Behavioral Health
727 Fairview Drive, Suite E
Carson City, NV 89701**

4) What agency should the checks be made to?

Licensing fees in the form of checks or money order should be paid to:

NEVADA STATE TREASURER and mailed to the address below

5) Please tell me about the renewal process.

Renewal invoices are mailed out by division staff no later than October 1st of each year. If you have not received a renewal invoice by October 15th please contact the Division of Public and Behavioral Health at 775-684-1030 and one will be sent to you.

The licensee must sign the renewal invoice, enclose the renewal fee or use the designated electronic payment system, and include copies of all required documents and mail the packet and evidence of electronic payment to:

**Division of Public and Behavioral Health
727 Fairview Drive, Suite E
Carson City, NV 89701
775-684-1030**

Renewal invoices will not be reviewed or a license will not be issued unless payment or evidence of such is included with the packet. This may result in a late fee if proper payment is not received by the due date.

6) When is the license renewal due?

IMPORTANT DATES FOR YOU TO REMEMBER:

November 1st – Installment plan agreements must be received or be postmarked on this date. Installment plans are available only for Residential Facilities for Groups, Homes for Individual Residential Care, Transitional Living Facilities for Released Offenders and Halfway Houses for Recovering Alcohol and Drug Abusers.

November 15th – All renewal invoices must be received by or be postmarked on this date. There is no grace period. If the 15th falls on a Saturday or Sunday, renewal invoices will be accepted on the immediately following Monday.

For late renewals, Nevada Administrative Code (NAC) 449.0116(2) states that an additional charge of an amount equal to one-half the amount of the fee required for the renewal of the license will be applied to renewal invoices received after November 15th.

December 31st – If you have not renewed your facility license by 5:00 pm on December 31st, or if your renewal request is incomplete, you must contact our office as soon as possible to submit all required information and fees for an initial license to avoid denial of the renewal request and/or penalties for operating without a license.

HOW TO PAY THE RENEWAL FEE

Fees: All renewal applications must be accompanied by the fee as specified in NAC 449.013 to 449.0168.

Electronic pay: **E-pay by electronic check**

Mandatory: For renewal fees equal to or in excess of \$10,000

Optional: For renewal fees less than \$10,000

Important: Contact the Division of Public and Behavioral Health at **775-684-1030** for Bank Routing information and an online payment Security Code. You will need to provide your payment information and payment amount.

Once you receive your Bank Routing information and online payment Security Code,

Go to <http://www.health.nv.gov>

Go to **Health Care Quality and Compliance**

Click **Health Facilities**

Scroll down to **“CLICK HERE to make an online payment.”**

Enter your license number then the security code.

Proceed as directed.

Bank Routing Information:

Bank Name:	Wells Fargo Bank
Account Title:	STATE OF NEVADA TREASURER
Type of Account:	Checking

Bounced Checks:

If your payment is returned or denied due to insufficient funds, the renewal invoice is declared to be an incomplete application. If the Division receives notice before November 15th you will be contacted for payment. The renewal payment must be made in the form of a cashiers check or money order plus \$25 non-sufficient funds fee, and you will not have to pay a late fee.

If the Division receives notice after November 15th of non-sufficient funds, you will be contacted for payment, and you will have to pay a late fee. The renewal payment must be made in the form of a cashiers check or money order and the total fee must include the late fee as designated by NAC 449.0116(2), plus the \$25 non-sufficient funds fee.

REQUIRED DOCUMENTS

- Renewal invoice – signed attestation on the bottom of the invoice
- Proper fee and copy of the receipt if paid by electronic check
- Low Income Bed Attestation – Only for Residential Facilities for Groups (AGC) which low income beds and is paying the lower bed fee
- Bed Count Form – Hospitals only
- Installment payment agreement - Only the following facility types can take advantage of the installment plan: Adult Group Care (AGC), Home for Individual Residential Care (HIRC), Transitional Living Facility for Released Offenders (TLF) and Halfway House (HWH).
- Safe Injection Practices form for Homes for Individual Residential Care (HIRC).

7) Can I transfer my license from another state? And how do I do that ?

No, you need to be licensed by the Nevada State Health Department – Division of Public and Behavioral Health. Please go to our website:

Health.nv.gov/HCQC

On the right hand (below the red star) click “Who We License”. Find the facility or agency type your are applying license for. The licensing requirements are provided in the regulations.

8) Does the renewal application need to be notarized?

No. Only the initial or change to a license application needs to be notarized.

9) When and how can I apply for the payment plan for license renewal?

Note: Only Residential Facilities for Groups (AGC), Homes for Individual Residential Care (HIRC), Transitional Living Facilities for Released Offenders (TLF) and Halfway Houses (HWH) qualify for the installment plan.

To apply for a payment plan you must complete the Payment Agreement. You must send one-half the amount of the renewal fee plus \$100 for administrative processing. The balance renewal

fee is due by April 15, 20XX. Fill-out the Payment Agreement form and have it notarized. To get the form, please contact the Carson City office.

10) Who is required to complete the Elder Abuse Training?

Senate Bill (SB) 129 of the 2011 Legislative Session established elder abuse training requirements for new applicants and existing licensees of facilities for intermediate care (ICF and IMR), facilities for skilled nursing (SNF), agencies to provide personal care services in the home (PCA), facilities for the care of adults during the day (ADC), residential facilities for groups (AGC), and homes for individual residential care (HIRC).

SB 129 also established elder abuse training requirements for all newly hired employees, directors and administrators and annual training requirements for existing employees, directors and administrators working in facilities for intermediate care (ICF and IMR), facilities for skilled nursing (SNF), agencies to provide personal care services in the home (PCA), facilities for the care of adults during the day (ADC), residential facilities for groups (AGC), and homes for individual residential care (HIRC).

11) Where can I get the required Elder Abuse Training?

Information is provided on the web: Health.nv.gov/HCQC then go to Health Facilities and scroll down to Senate Bill 129 – Elder Abuse Training. Please view the Power Point material and take the test adjacent to the Power Point information. Keep a copy of the test in your employee files.